



Position Description

Theatre Technician and Events Officer

POSITION TITLE	Theatre Technician and Events Officer
STATUS	Permanent Part Time
CLASSIFICATION	Educational Services General Staff Award: School Operational Services Level 5
HOURS OF WORK	<p>This is a part-time role of 32 hours per week for 40 weeks of the year, during term time.</p> <p>Additional hours up to 38 hours per week will be required during busy periods. Additional hours will also be required during school holidays to cover events within the facilities.</p> <p>The FTE will be negotiated with the successful applicant based on their skills, experience and needs.</p>
REPORTING TO	<p>All staff report to the Principal.</p> <p>The Theatre Technician and Events Officer reports through the Head of Information and Learning Technologies.</p>

Role Description

The Theatre Technician and Events Officer is responsible for providing the technical aspects of School assemblies, music concerts, drama performances, community events, and other major School events such as Cabaret and Service of Lessons and Carols. The role entails the operation of all technical facilities including lighting, audio, projection and staging.

At the direction of the Head of Information and Learning Technologies, the Theatre Technician and Events Officer is responsible for maintaining School event spaces and equipment. They liaise with external parties to facilitate the hire of the Helen Reid Hall and coordinate hirer technical requirements.

Responsibilities

General

- Support the Anglican ethos of the School.
- Live the School values of Courage, Commitment, Community and Growth.
- Comply with School policies and procedures, and its commitment to child safety.

- Support the School's mission to develop compassionate and courageous women who live lives of meaning, purpose and principle; and its vision to be a flourishing, connected learning community that enables each student to achieve her best, her way.

Venue Coordination and Hire

- Operate, maintain and document lighting, sound and all other theatre equipment and consumable stocks.
- With oversight from the Head of Information and Learning Technologies, create and maintain an event and venue calendar to support school events and staff.
- Ensure technical requirements are appropriately provided to external hirers.
- Liaise with the Property Services Manager in regard to repairs and maintenance requirements.
- Maintain a safe, clean and professional working environment in the venue.
- Ensure adherence to venue access, conditions of use, WHS and security requirements.

Technical Support for School Events

- Program and operate audio, visual and lighting to support School productions and events.
- Provide support for video and audio equipment to facilitate high quality audiovisual production and live streaming of events.
- Provide support for prop and set creation to support School performances.
- Operate the Helen Reid Hall auditorium and ancillary spaces where necessary during general School usage (e.g. assemblies, rehearsals, presentations, special events).
- When requested, provide technical advice and assistance as appropriate to School departments and Walford community groups.
- Review all bookings post event with key stakeholders identifying any procedural improvements.
- Provide information and reports to the Head of Information and Learning Technologies related to safety, compliance, and maintenance and equipment upgrades.
- Oversee and undertake all set up and pack down for events.
- Provide out of hours support for events as required.

Working Hours

Normal work hours are 6am-6pm. There must be a minimum 10-hour break between finish and starting times on all days. Out of hours work including evenings, holidays and weekends is required, as appropriate to the role and as negotiated with the Head of Information and Learning Technologies.

Person Specification

Qualifications and Experience

- Experience in coordinating and managing the technical requirements of events in a performance venue.
- Experience using production quality audio and visual equipment and software.
- High levels of organisation and the capacity to respond to queries in a timely manner.
- Experience with helpdesk ticketing and asset management software is highly desirable.
- Organisational skills of a high order.

Personal Attributes

- Energy, initiative and a friendly disposition.
- Meticulous attention to detail.
- Superior organisational skills with the ability to set goals, prioritise work and manage a range of tasks with competing priorities within tight timelines.

- Highly developed interpersonal and communication skills and experience communicating with a wide range of community members and important stakeholders.
- Excellent communication skills.
- The ability to work within and promote a positive team environment, and to work with a variety of people across an organisation.

Desirable Qualifications and Experience

- Certificate IV in Live Production Theatre and Events

Acknowledgement

This Position Description has been developed to indicate the general nature and level of work performed by employees within this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and requirements of employees assigned to the role. The staff member may also be required to perform any other duties that they may be directed to perform which could be reasonably considered relevant to the position.